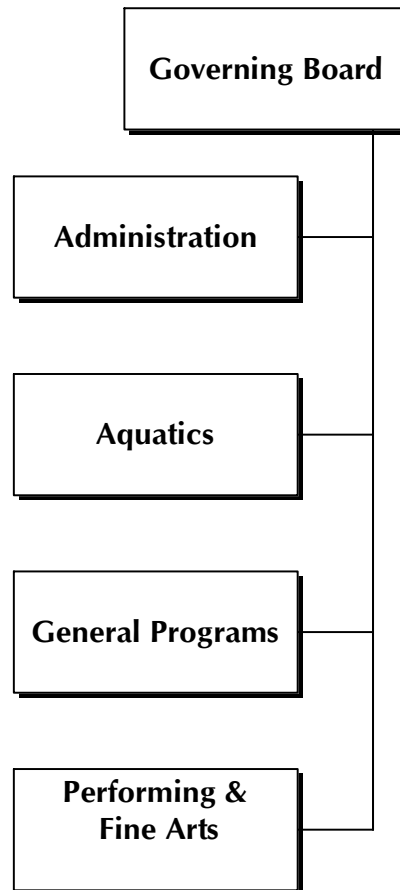


Fund 111

Reston Community Center



Mission

To create positive leisure experiences which enhance the quality of life for all people living and working in Greater Reston by providing a broad range of programs in arts, aquatics, enrichment and life-long learning and creating and sustaining community traditions through special events, outreach activities, and facility rentals.

Focus

This agency's purpose is to truly serve as Reston's *community center* by providing recreational, educational, social and cultural programming and events throughout Greater Reston. Reston Community Center (RCC) is a community leader and brings the community together by providing opportunities for enriching experiences and connections that reach out to all and foster inclusiveness and a sense of belonging.

Trends: RCC operates five 'lines of business' that it provides to the Reston community: Performing & Fine Arts, Aquatics, General Programs (i.e., programming designed by age cohort), Special Events, and Facility Rentals. The vast majority of programs and events are presented in RCC's two facilities, RCC Hunters Woods and RCC Lake Anne. Average program participation rates for both programming and rentals are well over 80 percent and facility utilization is nearing capacity. RCC is pursuing increased partnership opportunities with other Reston organizations – particularly those that have venue capacity for RCC programs – in order to continue to meet the high patron demand for RCC programs and events.

Fund 111

Reston Community Center

RCC has completely reengineered the operations that enable the delivery of programs and services to the community; in particular, customer service, program registration, facility booking, and comptroller functions. The result has been more informed and timely handling of patron queries, improved accuracy in program registration, quantum improvements in the facility rental process, and tighter fiscal management of accounts payable and receivable. In just one example, Facility Rentals achieved 159 percent of its FY 2003 revenue target as a direct result of improved facility booking processes.

RCC Board of Governors: Agency financial and operational oversight is provided by the RCC Board of Governors, appointed by the Board of Supervisors. In calendar year 2003, the RCC Board of Governors undertook a review of its governance functions to determine if the current board structure and process continue to meet the needs of the Reston community. An eleven-member limited term, ad hoc panel of citizens was chartered to conduct this review and its findings and recommendations will be deliberated by the RCC Governing Board in 2003 – 2004.

Funding Sources: RCC operations are supported by revenues from a special property tax collected on all residential and commercial properties within Small District 5. The Small District 5 tax rate for FY 2005 will be \$0.052 per \$100 of assessed property value, the same rate as in FY 2004.

In FY 2004, total property assessments in District 5 rose 5.2 percent, reflecting an assessment base that is 62.3 percent residential and 37.7 percent nonresidential. The estimate for revenue from taxes in FY 2004 was revised as part of the *FY 2004 Third Quarter Review* to incorporate this rate of increase on the value of property rather than the 8.8 percent increase included in the *FY 2004 Revised Budget Plan*. After the FY 2004 revision, revenue from taxes in FY 2005 represent an increase of 4.9 percent over FY 2004.

RCC also collects internal revenues generated by program registration fees, theater box office receipts, gate admissions, and facility rental fees. These activity fees are set at a level substantially below the actual cost of programming since Small District 5 property owners have already contributed tax revenues to fund RCC operations.

Consequently, Small District 5 residents and employees enjoy RCC programs at a subsidized rate. RCC patrons residing outside Small District 5 pay a higher, non-resident activity fee. In 1986, the RCC Board of Governors adopted a policy stating that internally generated revenues will not recover more than 25 percent of RCC operating costs. In FY 2004, internally generated revenues recovered 13.8 percent of operating costs – well below the Governing Board's established limit.

RCC Managed Reserve: In 2002, the RCC Board of Governors adopted a managed reserve structure to provide long-term fiscal security and stability for the agency. The RCC Managed Reserve allocates funds from within the agency's beginning fund balance into three reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, and funds for future capital projects.





THINKING STRATEGICALLY

Strategic issues to be addressed by the Department include:


- o Providing a broad range of programs in arts, aquatics, enrichment and life-long learning;
- o Increasing participation in offered programs and activities;
- o Creating and sustaining community traditions through special events, outreach activities, and facility rentals;
- o Enhancing programming efforts by forming partnerships with non-profit organizations and businesses; and
- o Increasing awareness of offered programs through community outreach.

Fund 111 Reston Community Center

New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision

 Maintaining Safe and Caring Communities	Recent Success	FY 2005 Initiative	Cost Center
Establish and maintain the <i>Support on Suspension Program</i> since 2001 to provide a structured program for students in grades 7 through 12 to keep up with academic work while suspended or expelled from school.	✓	✓	General Programs
 Connecting People and Places	Recent Success	FY 2005 Initiative	Cost Center
Continue to distribute the seasonal Program Guide three times a year to all residents and many businesses within Small District 5. This publication won the 2003 Virginia Recreation and Park Society's <i>Best Promotional Effort Award</i> .	✓	✓	Administration
 Creating a Culture of Engagement	Recent Success	FY 2005 Initiative	Cost Center
Continue the Reston Multi-Cultural Festival, which celebrates the diversity of the Reston community and attracts over 5,000 people. This festival won a 2003 Award of Excellence from the National Association of County Information Officers.	✓	✓	General Programs
Conducted a Citizen Survey of Reston residents through the University of Virginia <i>Center for Survey Research</i> in 2001. Survey results found a 96.4 percent satisfaction rate with RCC facilities, a 95.7 percent satisfaction rate with RCC programs, and an 89.7 percent satisfaction rate with the value-for-tax-dollar provided by RCC.	✓		Administration
 Corporate Stewardship	Recent Success	FY 2005 Initiative	Cost Center
Continue to implement programmatic budgeting for all departments to more accurately identify and track the actual cost of individual programs. Results will include more effective accountability and utilization of Small District 5 funding, better determination of program subsidy level, and improved program balance that will serve all patrons.	✓	✓	Administration
Reduced the Small District 5 tax rate by 13.3 percent, from \$0.06 to \$0.052 per \$100 of assessed value, as recommended by RCC Board of Governors to better balance revenues against projected expenditures. That recommendation was enacted by the Board of Supervisors and became effective in FY 2003.	✓		Administration

Fund 111 Reston Community Center

 Corporate Stewardship	Recent Success	FY 2005 Initiative	Cost Center
Create and maintain a managed reserve structure to provide for the long term fiscal security and stability of the agency. Funds are allocated from the Beginning Fund Balance of each fiscal year budget to three reserve accounts designated to cover catastrophic facility repair, feasibility studies, and future capital projects.	✓	✓	Administration
Custom-designed and implemented a new software tool to facilitate program planning and budget execution across fiscal years. This initiative will reduce the time required to design the three program seasons each year, build a data base from which program performance can be evaluated, and enable better tracking of program budget execution.	✓	✓	Administration

Budget and Staff Resources

Agency Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	37/ 36.11	37/ 36.11	37/ 37	37/ 37	37/ 37
Exempt	1/ 1	1/ 1	1/ 1	1/ 1	1/ 1
Expenditures:					
Personnel Services	\$3,015,282	\$3,300,382	\$3,300,382	\$3,419,138	\$3,419,138
Operating Expenses	2,114,031	2,658,836	2,682,282	2,582,685	2,582,685
Capital Equipment	174,600	285,000	0	0	0
Subtotal	\$5,303,913	\$6,244,218	\$5,982,664	\$6,001,823	\$6,001,823
Capital Projects	\$0	\$0	\$289,672	\$897,144	\$897,144
Total Expenditures	\$5,303,913	\$6,244,218	\$6,272,336	\$6,898,967	\$6,898,967

FY 2005 Funding Adjustments

The following funding adjustments from the FY 2004 Revised Budget Plan are necessary to support the FY 2005 program:

- ◆ Employee Compensation** **\$118,756**
 An increase of \$118,756 in Personnel Services is associated with salary adjustments necessary to support the County's compensation program.
- ◆ Administration** **(\$102,269)**
 A decrease of \$102,269 in Operating Expenses is due primarily to savings in program guide printing and mailing costs and clerical services.
- ◆ Capital Projects** **\$897,144**
 Capital Projects funding of \$897,144 includes \$500,000 for the replacement of aquatics/natatorium lighting, ventilation, pool shell, and deck tile; \$86,264 for the replacement of the customer service counter; and \$310,880 for the replacement of the HVAC system. Improvement project is scheduled to be completed in FY 2006.

Fund 111 Reston Community Center

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2005 Advertised Budget Plan, as approved by the Board of Supervisors on April 26, 2004:

- ◆ The Board of Supervisors made no adjustments to this fund.

Changes to FY 2004 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2004 Revised Budget Plan since passage of the FY 2004 Adopted Budget Plan. Included are all adjustments made as part of the FY 2003 Carryover Review and all other approved changes through December 31, 2003:

- ◆ **Carryover Adjustments** **\$28,118**
As part of the FY 2003 Carryover Review, the Board of Supervisors approved encumbered funding of \$26,118 in Operating Expenses and \$2,000 in Capital Equipment.

The following funding adjustments reflect all approved changes to the FY 2004 Revised Budget Plan from January 1, 2004 through April 19, 2004. Included are all adjustments made as part of the FY 2004 Third Quarter Review:

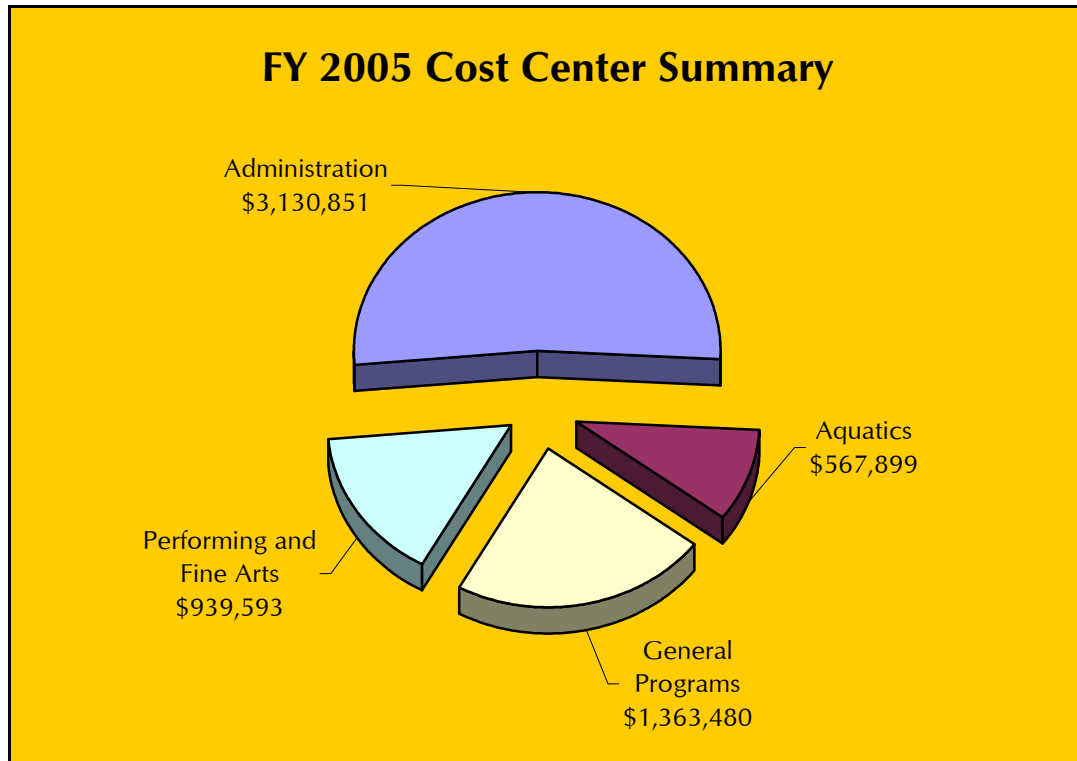
- ◆ **Theater Dimmer Replacement** **\$0**
A decrease of \$287,000 in Capital Equipment and a decrease of \$2,672 in Operating Expenses offset an increase of \$289,672 in Capital Projects. This funding is required due to increased costs associated with the Theater Dimmer Replacement project.

Fund 111

Reston Community Center

Cost Centers

The four cost centers in Fund 111, Reston Community Center are Administration, Performing and Fine Arts, Aquatics, and General Programs. These distinct program areas work to fulfill the mission and carry out the key initiatives of the Reston Community Center.



Administration



Funding Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	20/ 19.11	20/ 19.11	20/ 20	21/ 21	21/ 21
Exempt	1/ 1	1/ 1	1/ 1	1/ 1	1/ 1
Total Expenditures	\$2,128,077	\$3,031,913	\$3,029,745	\$3,130,851	\$3,130,851

Position Summary					
1 Executive Director, C	1 Graphic Artist III	2 Administrative Assistants V			
1 Deputy Community Center Director	1 Chief, Building Maintenance	1 Administrative Assistant IV			
1 Chief, Administrative Services	Section	3 Administrative Assistants III			
1 Network Telecom Analyst I	1 General Building Maintenance	3 Administrative Assistants II			
1 Information Officer I	Worker I	1 Facility Attendant II			
	4 Maintenance Workers				
TOTAL POSITIONS					
22 Positions / 22.0 Staff Years			C Denotes Contract Position		

Fund 111

Reston Community Center

Key Performance Measures

Goal

To provide effective leadership, supervision, and administrative support for Center programs in order to maintain and prepare the facilities of the Reston Community Center for residents of Small Tax District 5.

Objectives

- ◆ To increase the number of patrons attending private, non-RCC sponsored events, by 1 percent from 80,543 to 81,348.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Output:					
Patrons served by rentals	31,299	78,385	86,223 / 79,746	80,543	81,348
Hours facility rented	15,500	9,849	9,849 / 6,267	6,330	6,393
Rental revenue earned	\$44,395	\$34,315	\$59,049 / \$76,145	\$76,200	\$76,962
Efficiency:					
Cost per patron	\$4.12	\$2.36	\$1.97 / \$1.77	\$2.42	\$2.43
Cost per rental hour	\$8.32	\$18.78	\$17.27 / \$22.56	\$30.83	\$30.98
Service Quality:					
Percent of satisfied patrons	90%	90%	90% / NA	90%	90%
Outcome:					
Percent change in patrons	13.1%	150.4%	10.0% / 1.7%	1.0%	1.0%
Percent change in rental revenue	3.3%	(22.7%)	72.0% / 213.0%	0.1%	1.0%

Performance Measurement Results

The decline in rental hours reported for FY 2002 and FY 2003 resulted from a change in data collection methodology. During FY 2002, RCC completed its conversion from a manual booking system to an automated system. The result has been more accurate data collection. A full year of activity was collected from the automated system in FY 2003.

The decline in the hours facility rented in FY 2003 resulted from more accurate tracking of data and a decision to strike a better balance between facility rentals and scheduled RCC classes and workshops. Due to physical limitations of the RCC facility, 1 percent growth is anticipated.

Performing and Fine Arts

Funding Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	7/ 7	7/ 7	7/ 7	5/ 5	5/ 5
Total Expenditures	\$1,300,544	\$1,304,162	\$1,008,931	\$939,593	\$939,593

Fund 111

Reston Community Center

Position Summary					
1	Theatrical Arts Director	1	Asst. Theater Technical Director	1	Administrative Assistant IV
1	Recreation Specialist I	1	Theater Technical Director		
TOTAL POSITIONS					
5 Positions / 5.0 Staff Years					

Key Performance Measures

Goal

To provide Performing Arts presentations to the residents of Small Tax District 5 in order to increase the cultural awareness of the community in disciplines of dance, theater, music, and related arts.

Objectives

- ◆ To increase attendance for RCC Professional Touring Artist Season events by an additional 250 attendees across a 25-event season.
- ◆ To achieve theater rental satisfaction of 95 percent, toward a target of 97 percent.
- ◆ To increase participation in Arts offerings by 20 additional enrollments.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Output:					
Patrons served	30,657	29,476	29,770 / 23,252	23,502	23,752
Rentals provided	65	67	67 / 67	67	67
Participants served in classes	910	1,193	1,216 / 1,348	1,356	1,376
Efficiency:					
Cost per attendee/participant	\$15.98	\$19.43	\$17.30 / \$22.35	\$25.46	\$22.97
Service Quality:					
Percent of renters satisfied	93%	93%	94% / NA	95%	95%
Percent of participants satisfied	91%	92%	94% / NA	95%	95%
Outcome:					
Percent change in patrons served	65.0%	(3.9%)	1.0% / (21.1%)	1.0%	1.0%
Percent change in theatre rental satisfaction	4.0	0.0	1.0 / 0.0	1.0	0.0
Percent change in class participants served	2.3%	31.1%	2.0% / 13.0%	0.6%	1.5%

Performance Measurement Results

The number of patrons served was adversely impacted by several unanticipated events such as the October 2002 sniper incident, an unusually snowy winter and a very rainy spring. Participant satisfaction was not measured in FY 2003, but RCC has employed the University of Virginia to develop a valid data collection instrument for FY 2004 and FY 2005.

Our objective for the future is to implement the strategies outlined in the strategic plan to review and revise the rental fee structure, services and future development plans for the Center Stage rental program to increase rental revenue.

Fund 111

Reston Community Center

Participation in the Art Education Department increased 13.0 percent in FY 2003 due to increasing interest in a Young Actors' Theater class. Participant satisfaction was not measured in FY 2003.

Aquatics

Funding Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	4/ 4	4/ 4	4/ 4	4/ 4	4/ 4
Total Expenditures	\$567,620	\$561,707	\$561,707	\$567,899	\$567,899

Position Summary	
1 Recreation Specialist II	1 Recreation Assistant
1 Recreation Specialist I	1 Administrative Assistant II
TOTAL POSITIONS	
4 Positions / 4.0 Staff Years	

Key Performance Measures

Goal

To provide a safe and healthy professional pool environment and balanced Aquatic Program year round for all age groups in Small Tax District 5.

Objectives

- ◆ To maintain the number of satisfied participants at the current level of 93 percent.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Output:					
Participants served	67,909	78,547	79,332 / 77,440	78,214	78,214
Efficiency:					
Cost per participant	\$3.30	\$3.58	\$3.64 / \$3.68	\$3.55	\$3.65
Service Quality:					
Percent of satisfied participants	88%	90%	92% / NA	93%	93%
Outcome:					
Percent change in participants' satisfaction	1.0	2.0	2.0 / NA	1.0	0.0

Performance Measurement Results

While the number of participants in the Aquatics program dropped a slight 1.4 percent in FY 2003, 55,831 patrons took advantage of open swim and swimming lessons, 6,388 patrons participated in drop-in aquatics programs and 15,221 patrons utilized the aquatics center as part of a private rental. Participant satisfaction was not measured in FY 2003, but RCC has employed the University of Virginia to develop a valid data collection instrument for FY 2004 and FY 2005.

Fund 111

Reston Community Center

General Programs

Funding Summary					
Category	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	6/ 6	6/ 6	6/ 6	7/ 7	7/ 7
Total Expenditures	\$1,307,672	\$1,346,436	\$1,382,281	\$1,363,480	\$1,363,480

Position Summary					
1 Recreation Specialist III	5 Recreation Specialists II	1 Recreation Assistant			
TOTAL POSITIONS					
7 Positions / 7.0 Staff Years					

Key Performance Measures

Goal

To provide recreational, educational, and social activities to all age groups in order to provide a community-wide, positive, and meaningful experience in Small Tax District 5.

Objectives

- ◆ To increase participation in classes, workshops, and camps by 1 percent, from 7,967 to 8,046.
- ◆ To increase attendance in special events by 1 percent.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2001 Actual	FY 2002 Actual	FY 2003 Estimate/Actual	FY 2004	FY 2005
Output:					
Students/campers	7,053	7,857	7,935 / 7,888	7,967	8,046
Attendees at activities	64,518	68,376	69,059 / 27,500	27,775	28,052
Efficiency:					
Cost per participant	\$9.58	\$14.91	\$14.77 / \$127.88	\$106.71	\$110.60
Service Quality:					
Percent of satisfied participants	90.0%	89.0%	90.0% / NA	90.0%	90.0%
Outcome:					
Percent change in class/camp participation	61.7%	11.4%	1.0% / 0.4%	1.0%	1.0%
Percent change in attendees	11.4%	6.0%	1.0% / (59.8%)	1.0%	1.0%

Performance Measurement Results

The increase in the cost per participant from \$14.91 in FY 2002 to \$127.88 in FY 2003 was based on revised methodology that more accurately reflect cost by excluding special events. The decrease in attendees at activities was based on revised methodology that more accurately reflects participants by no longer including snack bar visits. The snack bar ceased operation in June 2003.

Fund 111

Reston Community Center

FUND STATEMENT

Fund Type G10, Special Revenue Funds

Fund 111, Reston Community Center

	FY 2003 Actual	FY 2004 Adopted Budget Plan	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
Beginning Balance	\$2,792,080	\$2,162,489	\$2,753,950	\$1,949,444	\$1,949,444
Revenue:					
Taxes	\$4,416,055	\$4,804,566	\$4,645,690	\$4,872,888	\$4,872,888
Interest	42,363	85,000	42,000	42,869	42,869
Aquatics	251,478	265,605	260,605	265,605	265,605
General Programs	289,235	323,789	285,535	314,157	314,157
Performing Arts	61,396	1,681	0	0	0
Rental	76,049	48,000	75,000	50,000	50,000
Snack Bar	10,453	12,000	0	0	0
Vending	794	800	1,000	800	800
Theatre Box Office	46,953	64,000	64,000	64,000	64,000
Lake Anne	71,007	105,000	94,000	94,983	94,983
Total Revenue	\$5,265,783	\$5,710,441	\$5,467,830	\$5,705,302	\$5,705,302
Total Available	\$8,057,863	\$7,872,930	\$8,221,780	\$7,654,746	\$7,654,746
Expenditures:					
Personnel Services	\$3,015,282	\$3,300,382	\$3,300,382	\$3,419,138	\$3,419,138
Operating Expenses	2,114,031	2,658,836	2,682,282	2,582,685	2,582,685
Capital Equipment	174,600	285,000	0	0	0
Subtotal	\$5,303,913	\$6,244,218	\$5,982,664	\$6,001,823	\$6,001,823
Capital Projects	0	0	289,672	897,144	897,144
Total Expenditures	\$5,303,913	\$6,244,218	\$6,272,336	\$6,898,967	\$6,898,967
Total Disbursements	\$5,303,913	\$6,244,218	\$6,272,336	\$6,898,967	\$6,898,967
Ending Balance¹	\$2,753,950	\$1,628,712	\$1,949,444	\$755,779	\$755,779
Maintenance Reserve	\$527,029	\$571,004	\$546,783	\$570,530	\$570,530
Feasibility Study Reserve	105,406	114,209	109,260	114,106	114,106
Capital Project Reserve ²	1,000,000	943,499	1,000,000	71,143	71,143
Unreserved Balance	\$1,121,515	\$0	\$293,401	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.052	\$0.052	\$0.052	\$0.052	\$0.052

¹The source of the variability in FY 2005 is primarily due to capital projects. Capital projects are budgeted based on the total project costs. Most projects span multiple years, from design to construction completion. Therefore, funding for capital projects is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

²Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.

Fund 111

Reston Community Center

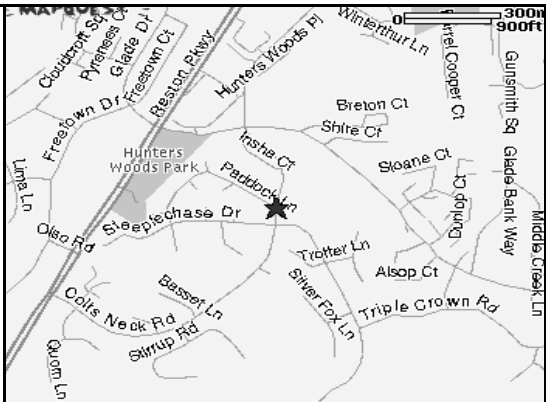
FY 2005 Summary of Capital Projects

Fund: 111 Reston Community Center

Project #	Description	Total Project Estimate	FY 2003 Actual Expenditures	FY 2004 Revised Budget	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan
003710	Reston Community Center Alterations		\$0.00	\$289,672	\$0	\$0
003716	Reston Community Center Improvements	897,144	0.00	0	897,144	897,144
Total		\$897,144	\$0.00	\$289,672	\$897,144	\$897,144

Fund 111

Reston Community Center

003716	Reston Community Center Improvements	
2310 Colts Neck Road		Hunter Mill
<p>Description and Justification: FY 2005 funding provides for the replacement of equipment at the Reston Community Center including the replacement of aquatics/natatorium lighting, ventilation, pool shell, and deck tile. This is a multi-phased project intended to bring lighting in the natatorium into compliance with current health codes. Funding also provides for the replacement of the Center's customer service counter and original HVAC system.</p>		

	Total Project Estimate	Prior Expenditures	FY 2003 Expenditures	FY 2004 Revised Budget Plan	FY 2005 Advertised Budget Plan	FY 2005 Adopted Budget Plan	Future Years
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design and Engineering	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0
Other	897,144	0	0	0	897,144	897,144	0
Total	\$897,144	\$0	\$0	\$0	\$897,144	\$897,144	\$0

Source of Funding				
General Funding	General Obligation Bonds	Transfers from Other Funds	Other	Total Funding
\$0	\$0	\$0	\$897,144	\$897,144